

1 **These Bylaws replace and supersede all previous such documents.**

2 **BYLAWS OF THE FACULTY ASSEMBLY**
3 **UNIVERSITY OF COLORADO COLORADO SPRINGS**

4 **Approved ____, 2014**

5 Sections I - VIII of these Bylaws refer to the corresponding Articles of the Constitution [of the](#)
6 [Faculty Assembly of the University of Colorado Colorado Springs](#). Succeeding sections contain
7 miscellaneous Bylaws necessary for the smooth functioning of academic governance.

8 **Section I Faculty Assembly**

- 9 A. In addition to the regular members as described in the Constitution, the Representative
10 Assembly may designate additional regular members by amending these Bylaws.
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- 12 B. Following nomination by any member of the Representative Assembly, an individual
13 may be elected by the Representative Assembly to special membership in the Faculty
14 Assembly for a specified term.
- 15
- 16 C. Vacancies in Offices
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- 18 1. If the office of President becomes vacant, the President-elect shall become President
19 for the remainder of the term. The new President will continue in office the following
20 year, as scheduled.
- 21 2. If the President-elect assumes the office of President prior to the scheduled term, the
22 office of President-elect shall remain vacant until the next scheduled election. If the
23 office of President-elect becomes vacant for any other reason, the Nominating
24 Committee shall nominate new candidates and hold an election of the Faculty
25 Assembly as soon as possible.
- 26 3. If the office of Secretary becomes vacant, the Executive Committee shall appoint a
27 new candidate, subject to approval of the Representative Assembly, to fill the
28 remainder of the term.
- 29 4. If the office of Past-President becomes vacant, it shall remain so until the term of the
30 current President expires.
- 31
- 32 D. Responsibilities and Duties of Officers

33 Officers and committee chairs shall assume their duties on the first of July.

34 **1. President**

- 35 a. Preside over all meetings of the Assembly, the Representative Assembly, and
36 the Executive Committee.
- 37 b. Appoint all standing committee members, in consultation with other officers.
- 38 c. Nominate faculty for service on other University committees.

Commented [ME1]: RATIONALE:
 With a change-over in June, there were still items on the agenda for the Faculty Council and the Faculty Assembly that were continuations of work that had been happening during the spring semesters that needed to be addressed by the outgoing individuals. A July 1 transition makes better sense for closing out business of the previous year and the new individuals picking up for the new year. The expectation is that new individuals will be being brought into the fold in May/June to be prepared for taking over.

- 39 d. Nominate faculty to serve the interests of the Faculty Assembly in
 40 administrative or other relationships.
 41 e. Meet regularly with Chancellor, Vice Chancellor of Academic Affairs, and
 42 other administrators as needed.
 43 f. Represent Faculty Assembly as a member of Deans' Council and the
 44 University Budget Advisory Committee.
 45 g. Represent the campus Faculty Assembly on the system-wide Faculty Council
 46 and serve on the Faculty Council Executive team.
 47 h. Attend campus functions to represent Faculty Assembly when possible.
 48 i. Refer policies and business to the appropriate Faculty Assembly committees
 49 and ensure proper follow-up.
 50 j. Distribute agendas, proposed motions, and resolutions of the Faculty
 51 Assembly and Representative Assembly.
- 52 **2. President-elect**
- 53 a. Perform the duties of the President when he/she is unable to do so.
 54 b. Serve as alternate representative to the system-wide Faculty Council.
 55 c. Serve as parliamentarian for meetings of the Faculty Assembly and the
 56 Representative Assembly.
 57 d. Manage the election process.
 58 e. Chair the Nominating Committee.
- 59 **3. Secretary**
- 60 a. Ensure that accurate minutes of all meetings of the Faculty Assembly and the
 61 Representative Assembly are recorded and posted on the Faculty Assembly
 62 web page. (~~deleted Executive Committee~~)
 63 b. Notify faculty concerning the actions of the Representative Assembly.
 64 c. Keep an up-to-date record of the status of all resolutions and actions taken by
 65 the Representative Assembly or the Executive Committee.
 66 d. Maintain the official files of the Faculty Assembly, the Representative
 67 Assembly, and the Executive Committee, and assume responsibility for
 68 transferring these complete files to the incoming Secretary.
 69 e. Transfer closed actions to the Archives every 3 years.
 70 f. Delegate tasks to the administrative assistant as needed.

Commented [ME2]: RATIONALE:
 Related to requested change in Section X.A. To keep
 consistency. If X.A. is not approved this should revert to the
 original language.

71 Section II Representative Assembly

72 The membership of the Representative Assembly shall be constituted as follows:

- 73 A. Officers of the Assembly
 74
 75 B. Chairs of executive and regular standing committees
 76
 77 C. Three at-large System-wide members.
 78 1. Each shall serve a three-year term as campus representatives to the system-wide
 79 Faculty Council.
 80 2. Vacancies shall be filled by vote of the Faculty Assembly in the annual spring
 81 election.

- a. [Interim appointments for temporary vacancies \(such as sabbatical leave, medical leave, or holding a Faculty Council office\), when necessary, may be made by the Executive Committee with approval of the Representative Assembly.](#)

Commented [ME3]: There have been times, such as medical leave, or individuals holding FC office that have left a FC seat vacant at a time when the annual spring election is not appropriate for selecting the replacement. Additionally, the vacancy is only for a short window during the 3 year term that a full replacement is not necessary. This addition would provide a more efficient way to temporarily fill the seat and maintain our full voice at Faculty Council.

D. Seventeen members providing proportional representation from the colleges, schools, and library.

1. The number of representatives from each academic unit shall be:
 - a. College of Business - two
 - b. College of Education - two
 - c. College of Engineering and Applied Science - two
 - d. College of Letters, Arts, and Sciences - seven
 - e. Kraemer Family Library - one
 - f. Beth-El College of Nursing and Health Sciences - two
 - g. School of Public Affairs - one
2. Representatives shall be elected during the annual spring election to serve a one-year term.
3. The representation specified in II.D.1. shall be reviewed and revised periodically in order to maintain equitable proportional representation.

E. One faculty representative from each Regular Standing Advisory Committee shall be an ex-officio non-voting member of the Representative Assembly.

F. The size of the Representative Assembly shall be approximately 5-10% of the Faculty Assembly and should be reviewed and revised periodically, as needed.

Section III Executive Committee

The Executive Committee is responsible for the day-to-day operation and the long-term continuity of faculty governance. All members of the Executive Committee should have a strong commitment to the principles of faculty governance and the willingness to assure its success (see section VI.A.1).

Section IV Meetings

A. The Faculty Assembly

1. The regular annual meeting of the Faculty Assembly shall normally be held near the beginning of the Fall semester
2. Special meetings, as specified in the Constitution, require one week's prior notice.
3. A petition from the Assembly membership for a special meeting requires the signatures of at least 25 members of the Assembly

- 123 B. The Representative Assembly shall meet the second Friday of every month, September
124 through May, except for January.
125
126 C. The Executive Committee shall meet the first Friday of every month, during the academic
127 year and as needed.

128 **Section V Conduct of Business**

- 129 A. Conduct of Business of the Faculty Assembly
130
131 1. All meetings of the UCCS Faculty Assembly shall be conducted according to the
132 latest edition of *Robert's Rules of Order* (see Section V.B.1)
133 2. The annual regular meeting of the Faculty Assembly shall have as its primary purpose
134 the discussion of issues and agenda items for the year, as developed by the Executive
135 Committee and the Representative Assembly.
136 3. Special meetings of the Faculty Assembly shall have as their primary purpose
137 discussion of issues raised by the callers of the meeting.
138 4. Background information for any issue to be introduced for discussion at a Faculty
139 Assembly meeting shall be distributed five working days in advance with the agenda
140 for that meeting.
141 5. The Secretary shall post the minutes of each Faculty Assembly meeting within two
142 weeks after each meeting.
143 6. All votes of the Faculty Assembly, conducted by mail or electronically according to
144 appropriate procedures, shall be considered official and binding, regardless of the
145 number of votes cast.
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147 B. Conduct of Business of the Representative Assembly
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149 1. All meetings of the Representative Assembly shall be conducted according to the
150 latest edition of *Robert's Rules of Order*, which stipulates the following order of
151 business:
152 a. Approval of minutes
153 b. Reports of visitors
154 c. Report of President
155 d. Reports of Standing Committees
156 e. Reports of special purpose committees
157 f. Unfinished business
158 g. New business
159 h. Announcements and questions
160 2. All committee reports must be written, and distributed to the Representative
161 Assembly prior to the meeting. (Verbal Committee reports shall be for purposes of
162 clarification and discussion.
163 3. All motions or resolutions to be voted upon at a Representative Assembly meeting
164 shall be distributed at least five working days in advance with the agenda for that
165 meeting.

- 166 4. For all items requiring action by the Representative Assembly, a quorum shall be
 167 defined as those present and voting.
 168 5. Any Bylaw may be temporarily suspended by a two-thirds majority of the
 169 Representative Assembly present and voting.
 170 6. The Secretary shall post the minutes of each Representative Assembly meeting within
 171 two weeks after each meeting on the Faculty Assembly website and shall notify the
 172 Faculty Assembly that the minutes are available.
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174 C. Conduct of Business of the Executive Committee

175 All meetings of the UCCS Executive Committee shall be conducted according to
 176 the Rules for Small Committees as specified in the latest edition of *Robert's Rules of*
 177 *Order*.

178 **Section VI Committees**

179 A. Standing Committees

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 181 1. **Executive Standing Committee** consists of the Faculty Assembly officers and the
 182 committee chairs of:
 183 a. Committee on Educational Policy and University Standards (EPUS)
 184 b. Committee on Personnel and Benefits (P&B)
 185 c. Faculty Advisory Committee on the Budget (BAC) (name change April 2013)
 186 2. **Regular Standing Committees (all committee members are faculty):**
 187 a. Faculty Minority Affairs Committee (name change November 2013)
 188 b. Faculty Assembly Women's Committee (FAWC) (name change April 2013)
 189 c. Non-Tenure Track Faculty Committee (added Oct 1999)
 190 d. Committee on Misconduct in Research, Scholarship and Creative Activities
 191 (added Oct. 2011)
 192 3. **Regular Standing Advisory Committees (represent broad campus issues with a**
 193 **mixture of faculty, staff, administrators, and others):**
 194 a. Advisory Committee on Academic Computing Policy
 195 b. Library Committee (added on Oct 1999)
 196 c. Advisory Committee on Intercollegiate Athletics (added April 2005)
 197 d. Advisory Committee on Sustainability (added April 2005)
 198 e. PRIDE (added December 2008)

199 B. Standing Committees—Membership

200 Executive and Regular Standing Committees

- 201 1. Standing Committees shall consist of six to eight members.
 202 2. Standing Committee membership shall be broadly based, attempting to have at least
 203 one member from each college or school.
 204 3. The term of membership for all Standing Committees shall be three years, with
 205 staggered, annual expiring terms.
 206 4. All vacancies shall be filled by appointment of the President, with consultation and
 207 approval of the Executive Committee.

Commented [ME4]: Rationale: These are updates to motions approved by the Faculty Assembly at various points in previous years.

Commented [ME5]: Changing the name of this committee requires a change to the constitution. FRA recommended at April 2014 meeting to revert the name to the constitutional name.

Commented [ME6]: Additional proposal on membership from FMAC...see FMAC proposal document.

- 208 5. Members have a responsibility to attend regularly and participate. After 3 unexcused
 209 absences, the chair may request replacement of the committee member.
 210 6. At least one member of each Standing Committee shall serve as the campus
 211 representative to any existing corresponding system-wide committee.
 212 a. If no member of the campus committee is available to serve on the system-
 213 wide committee, then the chair of each standing committee will communicate
 214 regularly with at least one UCCS representative of the corresponding system-
 215 wide committee.

Commented [ME7]: Rationale: There is often not a member of the UCCS committee sitting on the system-wide committee. This provides responsibility of the UCCS committee chair to maintain communication with the system-wide representatives for transfer of information.

216 C. Executive and Regular Standing Committees—Chairs

- 217 1. The membership of each Standing Committee shall elect a chair who shall assume
 218 office on the first of July.
 219 2. The chair of each Standing Committee has the following responsibilities
 220 a. Ensure that the committee meets regularly.
 221 b. Notify committee members of agenda and meeting times.
 222 c. Submit written committee reports to the Executive Committee prior to the
 223 regular meeting of the Executive Committee on the first Friday as needed.
 224 d. Inform the President of any vacancies that should be filled.
 225 3. Membership on Representative Assembly and Executive Committee.
 226 a. All Executive and Regular Standing Committee chairs are voting members of
 227 the Representative Assembly.
 228 b. All Executive Standing Committee chairs are also members of the Executive
 229 Standing Committee.
 230 4. The chair of the Faculty Advisory Committee on the Budget is an ex-officio member
 231 of the University Budget Advisory Committee (UBAC) as allowed by UBAC bylaws.

Commented [ME8]: Chair of the BAC also serves as an ex officio voting member of the UBAC.

UBAC bylaws allow for this person as a voting member of the committee.

232 D. Executive and Regular Standing Committees - Meetings

- 233 1. Committees shall meet regularly during the academic year.
 234 2. All committee meetings shall be conducted according to the *Rules for Small*
 235 *Committees* as specified in the latest edition of *Robert's Rules of Order*.
 236 3. The following priority shall be observed in the conduct of business:
 237 a. Issues referred to the committee by the Executive Committee.
 238 b. Issues from the committee membership.

239 E. Executive and Regular Standing Committees - Bylaws

240 Each Standing Committee shall establish a set of Bylaws, which must:

- 241 1. Be consistent with the Constitution and Bylaws of the Faculty Assembly.
 242 2. Be approved by the Representative Assembly.
 243 3. Address at least the following issues:
 244 a. Membership
 245 b. Meetings
 246 c. Scope of responsibility

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F. Regular Standing Advisory Committees

- 1. These committees are campus-wide committees that may influence academic issues and may require Representative Assembly input and oversight. These types of committees facilitate communication.
- 2. The chair will ensure that the Representative Assembly is current on the committee's activities.
 - a. If the committee chair is not a faculty member, the faculty on the committee shall designate one faculty member to communicate with the Representative Assembly.
- 3. The Representative Assembly may refer academic issues to any of the advisory committees.
- 4. Faculty on advisory committees will be nominated or appointed by the Faculty Assembly President in consultation with the Executive Committee.

Deleted: senior

Commented [ME9]: Rationale: Senior faculty was vague wording and did not accurately define who was responsible for reporting to the FRA.

G. Special Purpose Committees

- 1. The Faculty Assembly President, with the concurrence of the Executive Committee, may identify special purpose committees and appoint their members.
- 2. Such committees may or may not have a limited term of existence.
- 3. When necessary and appropriate, a special purpose committee may become a regular standing committee by amendment of these Bylaws.

Section VII Responsibilities of Faculty Assembly Representatives

- A. Participate in Faculty Assembly Representative meetings or have someone from the constituency of the college substitute in the representative's absence.
- B. Report to unit regarding Representative Assembly meeting on key issues/updates.
- C. Read agenda, motions, policies, and other information sent out by Faculty Assembly President or Executive Committee.
- D. Solicit issues, opinions, and problems from colleges, school or unit.
- E. Identify people in the college to serve on committees at UCCS or University-wide.

Section VIII Bylaws

- A. The phrase "majority vote of the Faculty Assembly" means that a majority of votes cast is required for initial approval of the Bylaws.
- B. The phrase "majority vote of the Representative Assembly" means that a majority of those present and voting is required for amendment of the Bylaws.

Section IX Amendments to the Constitution

- 296 A. The phrase "majority vote of the Representative Assembly" means that a majority of
 297 those present and voting is required to propose an amendment to the Constitution.
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 299 B. The phrase "two-thirds vote of the Faculty Assembly" means that two-thirds of votes cast
 300 is required to amend the Constitution.
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 302 C. Amendments to the Constitution shall be voted on by the Faculty Assembly.

303 Section X Faculty Assembly Elections

304 A. Nominating Committee

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 306 1. The President-elect shall serve as chair of the Nominating Committee.
 307 2. There shall be one FRA member from each of the colleges, schools, and the library.
 308 3. Terms will be for one year.
 309 4. New terms begin on July 1.
 310 5. Committee members shall be appointed by the President of the Faculty Assembly.
 311 6. Responsibilities:
 312 a. Give notice of elections and call for nominations.
 313 b. Accept and verify nominations.
 314 c. Ensure a sufficient number of nominees.
 315 d. The President-elect will prepare ballots.
 316 e. ~~Count ballots and certify results.~~

Commented [ME10]: RATIONALE:

This committee, especially with the new online election process, really serves more as a nominating committee than an elections committee. It is easy for the results to be verified by the FEC rather than have to convene the elections committee to do so, since the FEC meets shortly after the election closes.

Commented [ME11]: RATIONALE

FA reps turn over annually, so having 3 year terms are not viable, if we select the Nominating committee from the reps.

Commented [ME12]: RATIONALE

To be consistent with other changes for start date.

Commented [ME13]: RATIONALE

With the online election format it is easier for one person to prepare the ballot.

Commented [ME14]: RATIONALE

A nominating committee would not do this task.

318 B. Election Procedures

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 320 1. Elections shall be conducted from the Faculty Assembly Office.
 321 2. Faculty Assembly members may vote electronically, by mailing a signed ballot to the
 322 Faculty Assembly Office or bringing the ballot personally.
 323 3. In the case of electronic voting, each eligible faculty member will receive a unique
 324 URL to the electronic ballot.
 325 4. Each faculty member's ballot will be certified for voting eligibility, or in the case of
 326 electronic voting, their email address will be certified for voting eligibility.
 327 5. Only members of the relevant academic unit may vote for representatives from a
 328 college, school, or library.
 329 6. The administrative assistant shall maintain a public record of all members who have
 330 voted.
 331 a. Records for the annual spring election will be kept until the next regular
 332 election
 333 b. Records for special elections will be held for a period of 1-year.
 334 c. These records will be kept for a 1-year period and then will be purged.
 335 7. Ballots shall be counted President-elect and results verified by the Executive
 336 Committee.

Commented [ME15]: RATIONALE

In the process of e-voting, this should be part of the process to prevent duplication of ballots.

Commented [ME16]: RATIONALE

An update in light of the addition of e-voting

Commented [ME17]: RATIONALE

Using Qualtrics to administer an electronic election allows for hold-over of the records. It will be easier to hold this information until the next election occurs. (technically it is 11 months until the start of the next year's election...so should we say 11 months?)

Commented [ME18]: RATIONALE

See comment for changing to Nominating Committee

338 C. Annual Spring Election

339

- 340 1. Notification of the annual election for officers, at-large members of the
- 341 Representative Assembly, and representatives of the colleges, schools, and the library
- 342 shall be distributed to all members of the Faculty Assembly on February 1 or the first
- 343 business day thereafter.
- 344 2. This notification shall announce the upcoming election dates and call for
- 345 nominations.
- 346 3. A second notice and call for nominations shall be distributed on February 15 or the
- 347 first business day thereafter.
- 348 4. Nominations shall be sent directly to any member of the Nominating Committee.
- 349 5. Self-nominations are permitted.
- 350 6. Nominations shall be officially closed two weeks prior to the start of the election.
- 351 7. No name may appear on the ballot without the candidate’s permission.
- 352 8. The election period shall begin on the Monday prior to Spring break at 8:00 a.m. and
- 353 extend until 5:00 p.m. Friday of that week.
- 354 9. Members of the election committee shall meet to count ballots and verify results.
- 355 10. The election results shall be reported to the Secretary of the Faculty Assembly no
- 356 later than 5 p.m. on March 30th. The Secretary of the Faculty Assembly will notify
- 357 the Faculty Assembly of the election outcome.

D. Special Elections

- 361 1. Special elections may be held for the following reasons:
- 362 a. To fill a vacancy in the office of President-elect.
- 363 i. The call for nominations shall be distributed to all members of Faculty
- 364 Assembly.
- 365 ii. The nominating period shall be no less than five and no more than ten
- 366 working days.
- 367 b. When called for by a majority vote of the Representative Assembly.
- 368 c. When called for by petition of the Assembly membership.
- 369 i. A special election of the Faculty Assembly on any issue may be called
- 370 by petition of the membership.
- 371 ii. A valid petition from the Assembly membership for a special election
- 372 requires the signatures of at least 25 members of the Assembly.
- 373 iii. The circulators of the petition and the Executive Committee shall
- 374 cooperatively determine the ballot language.
- 375 2. Special elections shall be conducted as follows:
- 376 a. Notice of the election dates and ballot language shall be distributed at least
- 377 one week prior to the election period.
- 378 b. The election period shall consist of five working days, from Monday, 8:00
- 379 a.m. until Friday, 5:00 p.m. of that week.
- 380 c. All provisions of Bylaws IX.B. shall apply.

381 **Endorsed by:** _____ **Date** _____

382 **Chancellor Pam Shockley-Zalabak**

383

Attachment 3

10

384 Revised 2014; Accepted by Faculty Representative Assembly 2014

